

RA7

Budget # _____

Refer # _____

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	100-2940	\$208,235	100-1004237	\$4,600
			100-1004231	\$2,635
			100-1154237	\$62,000
			100-1154231	\$8,000
			100-1154506	\$1,000
			100-1704237	\$80,000
			100-5314111	\$38,600
			100-531413x	\$11,400
	390-2940	\$1,042,762	390-9104811	\$1,042,762
	275-2909	\$35,000	275-7224113	\$30,000
			275-7224922	\$5,000
	395-2940	\$200,000	391-9518153x4800	\$200,000
	395-2940	\$200,000	391-9518169x4800	\$200,000
	395-2940	\$200,000	391-9518165x4800	\$200,000
	400-2970	\$40,000	401-951709814800	\$40,000
	310-2940	\$54,895	311-951421474800	\$54,895
	390-2940	\$300,000	100-1204252	\$300,000

Explain the reason for the budget change:

To maintain conformity with the City's current budgeting policies that any additional appropriation to a department budget or reappropriation of monies from one fund to another must be approved by the City Council. The overall fiscal impact of these budget modifications will be \$2,067,144 net reduction to the fund balances of various funds, including a reduction of \$208,235 to the General Fund unreserved, undesignated fund balance. There are sufficient balances in these funds to cover the additional appropriations.

Approve the Fiscal Year 2004-05 mid-year budget transfers and appropriations.

☒ Check if City Council Approval required.

Meeting Date: February 1, 2005

Itemization of funds, if needed:			Amount
Requested by:	Division Head:	Date:	
	Department Head: <i>Mr C. Clark</i>	Date: <i>1/25/05</i>	
Reviewed by:	Finance Director:	Date:	
Approved by:	City Manager:	Date:	
Date approved by City Council, if required:		Confirmed by:	

2004-05 Mid-Year Budget Adjustment Summary

	<u>Fiscal Impact Gen Fund</u>	<u>Fiscal Impact Non Gen Fund</u>	<u>Total Fiscal Impact</u>	<u>Sources</u>
Revenue				
1) Reimbursement-Annual Street Resurfacing 2005 (4223)		(276,192)	(276,192)	(VTA funds)
2) San Jose Parallel Force Main (6078)		(228,748)	(228,748)	(SBWR funds)
Additional Appropriations				
1) College Classes at Milpitas High School, newsletter production cost, JV Silicon Valley Economic Development Alliance activity cost	7,235		7,235	(GF unreserved, undsgnt fund bal)
2) Continue HR Recruitment Activities	71,000		71,000	(GF unreserved, undsgnt fund bal)
3) Increased demand for Recreation Spring/Summer classes	80,000		80,000	(GF unreserved, undsgnt fund bal)
4) Utility Hydraulic Modeling		15,000	15,000	(Water Fund)
5) Dedicated Building Inspector	50,000		50,000	(GF unreserved, undsgnt fund bal)
6) Continue Officer staffing for abandoned vehicles removal		30,000	30,000	(AVASA Fund)
7) Laptop replacement used for vehicles removal process		5,000	5,000	(AVASA Fund)
8) ERAF payment		1,042,762	1,042,762	(RDA Fund)
9) City Attorney construction litigation		300,000	300,000	(RDA Fund)
10) North Main St Utility Improvement (8153)		200,000	200,000	(RDA 2003 Bond Proceeds Fund)
11) North Main St EIR Mitigation (8169)		200,000	200,000	(RDA 2003 Bond Proceeds Fund)
12) Main St Midtown Improvements (8165)		200,000	200,000	(RDA 2003 Bond Proceeds Fund)
13) South Milpitas Waterline Replacement (7098)		40,000	40,000	(Water Fund)
14) Piedmont Road (4214)		54,895	54,895	(Street Fund)
15) Annual Street Resurfacing 2005 (4223)		276,192	276,192	(VTA funds)
Total	<u>208,235</u>	<u>1,858,909</u>	<u>2,067,144</u>	

Rosemary Beltran

From: Cindy Maxwell
Sent: Monday, January 10, 2005 2:26 PM
To: Rosemary Beltran
Subject: Mid-yr adjustment requests
Importance: High

College Classes at MHS

\$2160 Costs to date - Oct. to Feb. 10 (charged to 100 1004237)
\$1440 Feb. 15 to June 2 - 2 classes
\$3600 Total

Newsletter

\$2635 Additional design and layout costs

Joint Venture Silicon Valley Economic Development Alliance

\$1000 Milpitas share to support activities <http://www.sveda.org/>

7. DISCUSSION AND CONCEPTUAL APPROVAL OF PROVIDING MAINTENANCE COSTS FOR COMMUNITY COLLEGE CLASSES AT MILPITAS HIGH SCHOOL: MAYOR JOSE ESTEVES AND VICE MAYOR PATRICIA DIXON

BACKGROUND: The City and the Milpitas Unified School District Committee has been able to establish a partnership with the area's community colleges to provide community college classes at Milpitas High School as a direct service to Milpitas residents. All of the costs for the community college classes in Milpitas can be covered except for the hourly facility maintenance costs of the high school classrooms, which is \$15 per hour, and provides for the opening, closing, and associated maintenance of the high school classroom. The Mayor and Vice Mayor propose for Council consideration that the City support the project by paying the classroom maintenance costs.

Until enrollment is established, the number of classes to be held is not known. However, a projection of ten 3-hour per week classes would make the estimated maintenance costs:

3 hours per week @ 16 weeks = 48 hours per class per semester

48 hours X 10 classes = 480 hours x \$15 = \$7,200 per semester

\$7,200 X 2 semesters = \$14,400 per year

All other fees and costs would be borne by students and the community colleges. The Mayor and Vice Mayor would also propose a modest advertising budget to promote the community college classes in Milpitas. That cost is projected to be no more than \$1,500.

RECOMMENDATION: Approve the City's support of community college classes held at Milpitas High School and conceptually approve a \$15 per hour classroom maintenance costs to support the use of the high school classrooms. After enrollment has been established, Council would be presented with a final budget.

MEMORANDUM

Department of Human Resources

To: Emma Karlen, Finance Director

From: Cherie Rosenquist, Human Resources Director

Subject: Mid-Year Budget Requirements

Date: January 20, 2005

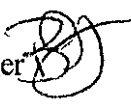
As a result of unanticipated retirements, turnover, and City Council approved filling of positions during the year, we are requesting additional funds to continue recruitment activities for the remainder of the fiscal year 2004-2005. This budget appropriation includes recruitment for executive management, non-safety, and safety positions.

<u>Account Type</u>	<u>Account Number</u>	<u>Funds Requested</u>
Advertising	100-115-4231	\$ 8,000.00
Contractual Services	110-115-4237	
Executive Recruiting		60,000.00
Police Officer Testing		2,000.00
Meals for Meetings	100-115-4506	
Lunch for Oral Panels		1,000.00
TOTAL Mid-Year Request		<u>\$ 71,000.00</u>

MEMORANDUM

Recreation Services



To: Emma Karlan, Finance Director
Through: Bonnie Greiner, Recreation Services Manager 
From: Kathleen Yurchak, Recreation Services Supervisor
By: Rosana Cacao, Recreation Program Coordinator
Subject: Mid Year Budget Appropriation Request
Date: January 4, 2005

It is projected that Recreation Services' Function 170 (General Classes) will expend its funding prior to the end of Fiscal Year 04/05. This projection is based on the increased class enrollments Recreation Services has experienced over the past five months, creating a demand for new classes to meet the communities needs. With the increase in enrollment it is anticipated that an additional \$80,000 is needed to continue to provide services to the community and to pay instructors for Spring and Summer 2005 classes that would require payment prior to July 1, 2005.

Background:

Milpitas Recreation Services provides recreation classes for youth and adults to promote health and wellness, and foster human development for Milpitas residents and non-residents. Allowing participants the opportunity to experience activities they may not find elsewhere, such as Kaplan SAT prep courses, Hula dance for youth and adults, public speaking for youth and cooking classes for adults and much more. Contracted instructors receive a percentage (70-75%) of the registration fee paid by the participants; the City retains the non-resident fee difference. There are approximately 45 contracted instructors teaching classes throughout the year.

General Classes (Function 170) Fiscal Year 04/05 budget is \$200,000, To date, \$175,109 has been paid out for Summer 2004 and Fall 2004 class instructors, leaving a balance of \$24,891 for the remainder of the fiscal year, which is not enough money to continue offering the number of and quality of classes our participants have come to know and enjoy.

The following breakdown is of 2004-2005 classes (Spring 2004 is included for comparison, but not factored into totals, due to instructor payments being budgeted in FY 03/04):



CITY OF MILPITAS

Mailing Address: 455 East Calaveras Boulevard, Milpitas, California 95035-5479 -- www.ci.milpitas.ca.gov

January 19, 2005

TO: Emma Karlen, Finance Director

FROM: Keyvan Irannejad, Chief Building Official

Subject: Mid year budget request

Western Pacific Housing is currently constructing 285 residential condominium homes and a recreation building on the north side of Curtis Avenue known as "Parc Place." To provide continuous and uninterrupted service, they are requesting a dedicated full time building inspector to be assigned to this project for the duration of construction. Such service was provided earlier by the City of Milpitas to other major projects and proved to be beneficial to both sides. It allows City to provide high level of customer service by considerably reducing the number of re-inspections, streamlining and maintaining construction schedule and minimizing the number of construction revisions.

We are expecting several major development projects to start construction this year such as Shapel Town Center, Elmwood KB homes, Apton Plaza, etc. Such expected workload will not allow us to provide dedicated building inspector from our current staff to the "Parc Place" project and necessitate hiring a temporary inspector.

The salary plus benefits for a temporary building inspector is \$120,000 a year that will be reimbursed by the developer.

I am requesting council permission to proceed with the developer's request. The process will require developer to pay the full cost of the service, which includes salary and benefits, for the building inspector. The estimated cost of service for the remainder of the fiscal year is \$50,000.

With council permission, funds, provided by the developer, will be deposited into the general fund account and the Building Division's mid year budget will need to be adjusted by the same amount.



DATE: January 14, 2005

TO: Emma Karlen, Director of Finance

FROM: Gloria Anaya, Senior Housing & Preservation Specialist
Charlotte Pang, Police Commander

Charles R. Lawson
Chief of Police

SUBJECT: Mid Year Adjustment to AVASA Fund

The Police Department has currently depleted the FY 04-05 allocated funds available for Abandoned Vehicle Abatement activity and would like to increase the funds allocated to the Police Department to continue to allow officers to work on the removal of abandoned vehicles from our public roadways.

There are surplus funds available in the Abandoned Vehicle Abatement fund to cover the mid-year adjustment.

For the first quarter of this fiscal year, 350 vehicles were marked as abandoned and 76 of those vehicles were towed. From October 2004 to December 9, 2004, 291 vehicles have been marked. The statistics on the number of vehicles towed during this time period will not be available until the next quarterly report is published.

Though a large amount of work has been done to address the problem with abandoned vehicles throughout the City, a large amount of work remains to be completed.

We are requesting a budget appropriation in the amount of \$30,000 for personnel costs in marking and towing abandoned vehicles and \$5,000 for the purchase of a laptop computer to replace the current laptop computer that was purchased several years ago and has become obsolete. The AVASA Board has previously approved this purchase.

See: Attached copy of the memo dated 11/19/04 regarding the replacement of the laptop computer.

Cc: Chief Thomas Nishisaka

2004-05 RDA TRANSFER TO ERAF - HEALTH AND SAFETY CODE 33681.12

Redevelopment Agency Name	2002-03 Tax Increment Net of Pass- Throughs	2002-03 Gross Tax Increment	\$125000000 million on Net Tax Increment (0.0548831091637	\$125000000 million on Gross Tax Increment (0.04536165731667	Total Payment to ERAF
Santa Clara County					
Campbell Redevelopment Agency	4,900,236	5,395,553	268,940.19	244,751.23	513,691.41
City of Mountain View Revitalization Authority	2,552,000	2,552,000	140,061.69	115,762.95	255,824.64
Cupertino Redevelopment Agency	25,831	32,289	1,417.69	1,464.68	2,882.37
Milpitas Redevelopment Agency	29,511,358	30,264,124	1,619,675.08	1,372,830.82	2,992,505.90
Redevelopment Agency of the City of Morgan Hill	19,648,995	21,181,779	1,078,397.94	960,840.60	2,039,238.54
Redevelopment Agency of the City of San Jose	175,722,271	198,025,595	9,644,184.58	8,982,769.18	18,626,953.76
Redevelopment Agency of the City of Santa Clara	29,201,543	29,201,543	1,602,671.47	1,324,630.39	2,927,301.86
Redevelopment Agency of the City of Sunnyvale	2,594,026	2,684,509	142,368.21	121,773.78	264,141.99
Redevelopment Agency of the Town of Los Gatos	2,186,709	4,037,443	120,013.39	183,145.11	303,158.49

MEMORANDUM

Engineering Division



To: Chief Charles Lawson, Acting City Manager
Emma Karlen, Finance Director

From: ✓ Greg Armendariz, Acting Assistant City Engineer

Subject: Midyear Engineering Budget Changes

Date: January 21, 2005

A. Capital Improvement Program - The Engineering Division requests the following changes to the 04-05 Capital Improvement Program:

1. CP 6078 San Jose Parallel Force Main

The City has received a **higher** total reimbursement from South Bay Water Recycling Program (SBWR) in the amount of \$828,747.72 (instead of the \$600,000 originally budgeted.) Staff recommends reclassification of funding sources based on the actual amount reimbursed:

- Increase SBWR contribution from \$600,000 to \$828,747.72;
- decrease Sewer Fund 450 contribution amount from \$142,250 to \$0;
- and decrease Treatment Plant Fund 452 contribution from \$1,152,050 to \$1,065,552.28.

2. CP 8153 North Main Street Utility Improvements

The Project needs the next allotment of funding to continue with the design and construction of the utility under grounding of all above ground utilities in the area. The additional recommended appropriation of \$200,000, is included in the approved cost plan and is available from the RDA Bonds Proceeds.

3. CP (NEW) North Main Street EIR Mitigation

A new CIP project is being recommended to address the abatement of any hazardous materials for the library east parking projects, as required by the CEQA environmental study - North Main Street Development Environmental Impact Report. Specifically, this new project provides for development of a monitoring plan, coordination, and mitigation efforts. The anticipated cost from RDA Bonds proceeds for development of a mitigation plan and preliminary work related to the library and east parking garage is \$200,000 and is included in the RDA Bond cost plan. The comprehensive environmental document includes the Senior Housing and County Health facilities, which are now also programmed as North Main Street development. The funding for mitigation costs of these new projects will be determined during the development of the mitigation plan and funds will be available from those respective projects.

4. **CP 8165 Main Street Midtown Improvements**

Additional funds are required for design and project management of Main Street, as required for the new projects on Main Street – Senior Housing and County Health Facility. The anticipated additional funds from the RDA Bonds proceeds needed is \$200,000.

5. **CP 7098 South Milpitas Waterline Replacement**

An additional appropriation to CIP project 7098 South Milpitas Waterline Replacement, of \$40,000 from the Water Fund is needed to cover consultant design fees.

6. **CP 4214 Piedmont Road.**

The project budget anticipated receiving \$308,741 from the State Traffic Congestion Relief Fund Grant. Due to budget cuts at the state level, the actual amount received from the State for the subject project is \$54,895 less than the anticipated amount. The total amount actually received from the State is \$253,645. Therefore staff requests an appropriation in the amount of \$54,895 be transferred from the Street Fund into the subject project to replace the state-funding shortfall.

7. **CP 4223 Annual Street Resurfacing 2005**

The Santa Clara Valley Transportation Authority was to slurry seal part of Great Mall Parkway as part of the Great Mall Parkway Improvements Project, VTA project C580. The VTA was not able to proceed with the slurry work and the City agreed to do this work at a later date. VTA paid \$276,192 to the city for this work. This money can now be appropriated into CP 4223 Annual Street Resurfacing 2005.

B. Operating Budget - The Engineering Division requests the following changes to the 04-05 operating budget:

1. **Function 416 Utility**

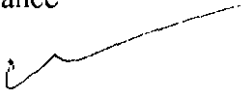
- a. Increase Purchase Order #2584 to Raines Melton & Carella for additional hydraulic water and sewer modeling by \$15,000, for a total amount of \$24,000, with \$7,500 from the Water Fund reserves and \$7,500 from the Sewer Fund reserves.

Cc: Mark Rogge, Mirna McGaughey, Jaime Rodriguez, Mehdi Khaila, Darryl Wong, Doug DeVries, Andrew Brozyna, Marilyn Nickel, Rosemary Beltran

MEMORANDUM

Department of the City Attorney

To: Emma Karlen, Director of Finance

From: Steven Mattas, City Attorney 

Subject: Mid-Year Budget Amendment and Supplemental Purchase Order Request

Date: January 25, 2005

The purpose of this memorandum is request that the Mid-Year budget amendments include a budget amendment transferring \$300,000 from the Redevelopment Agency Undesignated Reserve Account to Line 4640, Contingent Reserve – RDA Fund, of the Non-Departmental budget for use for public works construction litigation expenses including attorney's fees, costs and expert witness fees. In addition, this memorandum requests that a purchase order be approved for Meyers Nave in the amount of \$300,000, with funding provided from Line 4640 of the Non-Departmental budget, for public works construction litigation expenses including attorney's fees, costs and expert witness fees.

Cc: Charles Lawson, Interim City Manager